

**Vacancy Announcement #P00-275 DMH**

**VACANCY ANNOUNCEMENT**

**POSITION:** Criminal Investigator, GS-1811-13  
(Training Manager)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Office of Training and Professional Development  
ATF Academy  
Glynco, Georgia

**NOTE:** TOP SECRET CLEARANCE REQUIRED

**OPENING DATE:** July 24, 2000      **CLOSING DATE:** September 22, 2000

**NOTES:** A certificate will be issued to the selecting official every thirty (30) days from opening date.

More than one selection may be made.

**AREA OF CONSIDERATION:** Bureau-wide

**MAJOR DUTIES:** The incumbent functions as a key advisor to all management levels to coordinate and facilitate the identification and development of Bureau training requirements. Incumbent conducts long and short-term planning concerning the Bureau-wide implementation of training and career development principles and practices, integrating them within the Bureau's overall strategic planning function. Conducts studies to identify and further define organizational development and training needs. Designs and implements new or cutting edge programs/procedures to assist management in developing "next action steps" for problem solutions. Comments on major proposed legislation, policies, procedures, and directives which affect various ATF training programs. Evaluates and identifies the need for training and coordinates and integrates training services within the scope of the Bureau's training philosophies and strategies. Designs and develops courses related to specific subject areas on ATF programs.

**QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

**Specialized Experience:** Experience which is in or directly related to investigation of criminal violations that provided the specific knowledge, skills, and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

Leadership of or membership in a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution. Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports. Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have included appearing in court to present evidence. Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information. Law enforcement work which in 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

**MUST DISPLAY AND MAINTAIN REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF POLICY.**

**Non-Qualifying Experience:** Experience that did not require the application of investigative techniques is not qualifying. This would include routine police or guard work involving traffic patrol, control of access to buildings, or similar duties.

Applicants must meet all qualification requirements within 30 days of the closing date of this announcement.

**EVALUATION METHODS:** Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

**SUPPLEMENTAL EXPERIENCE STATEMENT**

**Describe on separate sheets of paper your work experience, training and/or awards, volunteer experience or hobbies. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.**

1. Knowledge of mission responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional policies, and interrelationships between the various Bureau directorates.
2. Ability to analyze complex, sensitive issues, determine the underlying causes and effects of such issues, and to make sound recommendations for alternative courses of action.
3. Knowledge of employee development techniques to present, coordinate, and facilitate training workshops, seminars, conferences, and other events.
4. Ability to communicate orally and in writing with all levels of the organization including students, instructors, staff and management.
5. Knowledge of management principles, functions, theories, and processes with a particular emphasis in the area of organizational development and other associated performance improvement areas.

**CONDITIONS OF EMPLOYMENT:**

The following statements are applicable if checked:

- ☐ A pre-employment drug test is required.
- ☒ Position is subject to random drug testing. The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit to urinalysis to screen for illegal drug use. Appointment to this position is contingent upon receipt of a negative test result.
- ☒ A pre-employment background investigation is required.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☐ Subject to a supervisory probationary period.
- ☒ Reimbursement of relocation costs will be authorized.

**GENERAL INFORMATION:**

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

**NOTE:** Full performance level of position is GS-13.

## HOW TO APPLY

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
- 10 Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race and National Origin Identification Form - ATF F 2931.1 (attached) (Optional). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If you do not submit an annual performance appraisal dated within the last year, you may choose to submit your last three (3) appraisals - they will be added together and averaged to arrive at a score for that portion of the ranking. If your application package does not contain all other supporting documentation, you MAY NOT be considered for this position. (For status consideration only).
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)
- ☒ Applicant Response Form (attached).
- ☐ Other: \_\_\_\_\_

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Personnel Division, Room 4170  
Attn: Diane Howard  
650 Massachusetts Ave NW  
Washington, DC 20226  
(202) 927-8630      TDD users call (202) 927-7964

**TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEBSITE  
WWW.USAJOBS.OPM.GOV OR WWW.ATF.TREAS.GOV**

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER  
ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE, NON-DISQUALIFYING DISABILITIES, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NON-MERIT REASON.